

JOB DESCRIPTION

JOB TITLE: Community Health Nursing Supervisor

GRADE: 21

JOB CODE: 2002

DATE: 11/8/95

GENERAL FUNCTION: Under direction of the Community Health Nursing Director or Administrator, or the Director of the local health department, performs multi tasks with a high degree of competency in the supervision of nursing care staff engaged in the delivery of nursing services to patients in the community served by the health department.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Reviews scheduling of assigned health clinics and assesses resources to maintain clinic function; prepares work schedules and makes daily assignments of nursing staff.

Monitors demand for services to ensure efficient allocation of personnel, equipment, and supplies.

Provides for home visits to patients/clients.

Oversees the development of nursing care plans.

Participates in the delivery of nursing care services as needed.

Conducts periodic review of patients medical records, nursing care plans, and nursing service-related reports to ensure proper delivery and documentation of services.

Makes observations of the delivery and quality of patient/client care; ensures proper dispensing and secure storage of medications.

Evaluates the performance of appropriate nursing staff and prepares formal reports of performance.

Assesses staff training needs and makes recommendations to management and supervisory personnel for in-service training.

Holds regular meetings with staff members to resolve nursing problems and disseminate information.

Develops or monitors the development of individual treatment plans for a caseload of patients; ensures referral to appropriate health care provider those patients who cannot be adequately served.

JOB TITLE: Comm. Health Nursing Super. (cont'd)

JOB CODE: 2002

Interviews applicants for vacant nursing positions and makes recommendations to supervisor; provides for orientation and training of new employees.

Works with educational institution and universities in planning for appropriate clinical experience for students in the health department.

Maintains records and reports according to program standards.

Participation in developing and implementing standards of nursing practice; develops guidelines and resource material appropriate for agency program and services.

SUPERVISION RECEIVED: General direction, working from broad goals and policies only; incumbent participates heavily in setting work objectives.

SUPERVISION EXERCISED: Supervises professional nursing staff, and may supervise allied health professionals and support staff as appropriate.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Considerable knowledge of professional nursing theory, procedures, and techniques of standard procedures.

Good knowledge of methods of assessing the type and amount of nursing services required.

Good knowledge of methods of evaluating the quality of nursing care provided and the performance of nursing staff members.

Considerable skill in the application and demonstration of nursing techniques, procedures, and instruments.

Considerable skill in developing nursing care plans; in interviewing and counseling patients.

Working skill in communicating observations, information, or recommendations regarding policy, diagnosis, treatment, hiring, and evaluation to medical professionals and other staff in written and oral form.

Working skill in organizing nursing activities; in delegating lower level nursing tasks to individuals within their level of competence .

JOB TITLE: Comm. Health Nursing Super. (cont'd)

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Considerable ability to supervise and evaluate the performance of subordinate nursing staff.

Possess a valid license to practice nursing in Kentucky.

Minimum Education, Training, and Experience Requirements: Bachelors of Science degree in nursing from a school accredited by the National League of Nursing. Three years of experience in nursing practice (one year must have been in a community health setting)

or

Associate degree in nursing from an accredited school of nursing. Five years of experience in nurse practice (two of the five years must have been in a community health setting.)

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.